**Job Profile**

**POST: Deputy Head of Communications Faculty**

**SALARY: TLR2 (£2667 - £6515 dependent on experience)**

**RESPONSIBLE TO: Head of Communications Faculty**

**RESPONSIBLE FOR: Supporting the Head of Faculty in the Leadership and Management of the Communications Faculty**

**WORKING PATTERN: Refer to School Teachers’ Pay and Conditions Document**

**KEY RELATIONSHIPS: Academy Leadership Team; Heads of Faculty and Subjects; allocated students, teaching and Associate staff; parents/carers.**

**1 Job Purpose**

1.1 To raise standards at the Academy through the delivery of the Academy Improvement Plan.

1.2 To support the Head of Communications Faculty in contributing to the overall leadership and management of the Academy.

1.3 To support actively the vision, ethos, culture and policies of the Academy and to take corporate responsibility for delivering this vision.

1.4 To be responsible for the academic learning and progress of students and work to identified key performance indicators in this regard.

1.5 To lead in areas of core responsibility, as designated by and agreed with the Head of Communications Faculty and Vice Principal Student Progress and Learning.

1.6 To support the Head of Communications Faculty to develop a first class, broad and balanced Communications Faculty that will raise standards and have a postive impact on the student experience and their learning.

1.7 To work to the professional duties set out in the School Teachers’ Pay and Conditions Document and meet all requirements as appropriate in the Teachers’ Standards (attached as Appendices to this document).

**2 Key Responsibilites in support of the Head of Faculty, and to agree specific responsibilities according to experience and expertise on appointment.**

2.1 To agree, monitor and evaluate Faculty student progress targets with the Head of Communications Faculty, which make a measurable contribution to whole Academy targets, including robust data management and organisation of any necessary catch-up and extension workshops.

2.2 To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students in accordance with the aims of the Academy and the curricular policies determined by the Governing Body and Principal and in line with the Academy’s vision.

2.3 To support the Head of Communications Faculty to create a Faculty Improvement Plan which contributes positively to the aims and achievement of the Academy Improvement Plan and which actively involves all Faculty teachers in its design and execution.

2.4 To provide regular feedback for Faculty colleagues in a way which recognises good practice and supports their progress against performance.

2.5 To review and monitor the delivery of Perfomance Management objectives across the Faculty according to the Academy timeline resulting in a clear and tangible impact on student learning.

2.6 To work alongside the Head of Communications Faculty to hold others to account for underperformance, where required, and to put in place appropriate support plans to improve performance.

2.7 To assist the VP Student Progress and Learning and the Head of Faculty in the annual review of the standards of leadership, teaching and learning in the Faculty area, consistent with the Academy self-evaluation approach.

2.8 To ensure all Faculty staff understand, and are actively implementing, the key aspects of the Academy’s behaviour and inclusion policies including the celebration of student success e.g. assemblies, displays, awards, rewards, publicity, curriculum enhancement days.

2.9 To work with the Head of Communications Faculty to engage all Faculty staff in the creation, consistent implementation and improvement of schemes of work/unit planners which encapsulate key Academy learning strategies and best suit the development of the Faculty curriculum.

2.10 To be responsible for the mentoring, induction and development of ITT/GTP students and NQTs in the Faculty.

2.11 To ensure effective communication/consultation as appropriate with the parents of students.

2.12 To monitor the application of ICT in the Faculty as an effective tool for learning.

2.13 To be a good/outstanding practitioner and to support teaching and learning within the Academy by setting the example in your classroom and through lesson observation feedback and coaching.

2.14 To monitor the progress of students, identify “Within Faculty variation” and support the Head of Communications Faculty to create and monitor intervention plans.

2.15 To attend Governing Body meetings and committees as required.

**3 Additional Duties**

3.1 To comply with policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection, freedom of information and report all concerns to the appropriate person.

3.2 To develop constructive relationships and liaison between managers/teaching staff and support staff and lead by example.

3.3 To develop positive relationships and communicate with other agencies/ professionals working within and outside the Academy community.

3.4 To work flexibly to promote extra-curricular activities and out of hours learning which enhance learning opportunities.

3.5 To engage in relevant continuous professional development opportunities and performance management arrangements.

3.6 To assist in the preparation and review of Academy Policy documents and ensure the Academy Improvement Plan, is continually monitored and reviewed.

3.7 To undertake other duties as may reasonably be assigned by the Academy Trust, recognising that the duties of this post may vary from time to time without changing the general character of the post or level of responsibility.

This job profile is subject to review to complement the Academy’s Performance Management Framework.

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| Name and signature of employee: |  |
| Date: |  |
| Name and signature of Performance Reviewer: |  |
| Date: |  |